How to Search in EFS
Updated October 2021

EFS organizes documents into docket and filings.

Documents are the heart of the EFS. The different types of documents you may find in EFS are PDFs, Excel spreadsheets, or a variety of electronic map files.

Filings are a set of one or more documents submitted together and related to a particular docket.

Dockets are a set of one or more filings. Dockets are organized by docket type. Docket types are intended to reflect the general content of the case and pertinent procedural characteristics. To view a list of all the docket types used in EFS, what a specific docket type is used for, or how a docket is structured, please refer to our docket designation page. Please note that EFS was created in 2008, and dockets prior to this year may be limited to paper copies. If you are not able to find a docket in EFS that was created prior to 2008, please contact ITSupport@iub.iowa.gov to request paper copies.

Useful Search Tools/Tips:

- % = Wildcard. A wildcard is a helpful search tool that is used to display search results when a character, or string of characters, is unknown. Wildcards are used in EFS to represent one or more characters within your search parameter. Wildcards can represent letters, numbers, or special characters – including spaces.
  - Examples:
    - Searching ‘%Tariff’ would find ‘Energy Tariff’ and ‘Electric Rate Tariff’, but would not find ‘Energy Tariffs’ or ‘Electric Rate Tariff Update’
    - Searching ‘%Tariff%’ would find ‘Electric Tariff Update’ and ‘Company Tariffs’ but would not find ‘Company Targets’

- Enter as many search criteria as possible. This will narrow your results and minimize the amount of time spent looking through results. However, do not enter search criteria if you are not certain they apply. You may be inadvertently removing search results that you are interested in.
Search Options:

The Search option within the EFS main menu bar provides search options for dockets, filings, documents, tariffs, companies, and full-text search, as well as the daily Summary of Orders and Filings. Each search type allows the user to narrow their search and find specific content.

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文件搜索:

此选项如果用户正在尝试查找特定的诉讼或一系列的诉讼。如果用户正在寻找一个特定的诉讼，输入诉讼号并点击搜索。如果用户不知道您的诉讼号，输入尽可能多的信息在诉讼号以下的字段，并点击搜索。

您也可以使用诉讼搜索查找基于您的搜索条件的诉讼列表。一个常见的搜索是查找一个特定公司的诉讼列表。要做到这一点，您需要利用主要公司的字段。每个诉讼都有主要公司（指示哪些公司是诉讼的主题）。例如，如果你想查看一个公司的公开文件（TF诉讼），你可以使用以下搜索条件（以爱荷华公用委员会为例）：

文件搜索:

此选项用于在EFS中查找单个文档。文件搜索类似于诉讼搜索。您可以在相应的字段中输入条件并点击搜索来显示您的结果。您输入的条件越多，您将生成的结果就越少。
Within the document search, you can narrow your search by document type. Each document filed with the IUB is assigned a document type by IUB staff. The document type field serves the purpose of categorizing each document so that users may easily search for specific types of documents.

You can also narrow your document search by selecting a Submitting Party. Submitting Parties differs from Primary Companies in that, Submitting Parties indicates which company submitted each respective filing. Primary Companies indicates which companies are the main subject of the docket.

Filing Search:

This option is used to locate filings within EFS. Document search operates in a similar manner as Docket search. You can enter criteria in the respective fields and click search to display your results. The more criteria you enter, the fewer results you will generate.

Tariff Search:

This option is only used to find company Tariff books (if you are looking for individual tariff filings use the TF-YYYY-NNNN under docket search). To search for tariffs, first select the company you are interested in (or alternatively search an entire industry). Next, select a tariff status. If you leave this selection blank, EFS will display all tariff types. Click search. T dockets are the current tariff on file for each company. TS dockets are the superseded tariff on file for each company. Superseded tariffs display each and every revision of the tariff.

Company Search:

This option allows user to search the list of Companies in EFS. To use this option, enter the company number or name and click search. If you do not know the name of the company, you can use the address fields. You can also use wildcards if you do not know name of the company or what the company name starts with (example: searching %municipal% will pull all companies with 'municipal' somewhere in the name, and likewise for %city%.)

Full-Text Search:

This option allows users to search the entirety of EFS, including the documents themselves. (i.e. PDFs & Excel documents) PLEASE NOTE: Full text searching is resource intensive. Depending on your connection speed, it may be several minutes before any results are returned.

Use this search if you are unable to locate a document by using the document search and when you are looking for a unique or specialized wording in the body of the document(s). You can reduce the volume of results returned by this search and the time it takes to complete the search by completing as many of the search fields as possible.

Summary of Orders and Filings:

This option allows the user to view all of the filings entered into EFS on a specified date or date range. To use this search, select your date range and click Search. This search displays filings chronologically for all dates selected. Filings are represented by their respective Docket Number, Docket Title, Filing Title, and Submitter Name. Clicking on the Docket Number you are interested in will open a new window with a summary of all of the documents in the filing.
Common Search Examples:

Example 1:

- **Trying to find:** A specific Docket & you know the docket number
- **What Search Criteria to Enter:** Start by navigating to Search > Docket Search from the EFS main menu bar. In the Docket Number field, type the docket number in.
  
  - In this example, we are using docket RMU-2018-0002

- **Search Results that will generate:** The Docket Summary for the docket number you entered.
Example 2:

- **Trying to find:** A specific Docket, but you don’t know the docket number
- **What Search Criteria to Enter:** Start by navigating to Search > Docket Search from the EFS main menu bar. In the Docket Number field, type any part of the docket number that you do know
  - In this example, we are trying to find Rule Making docket (RMU) from 2018, but we don’t know what the last four digits of the docket are. We will enter ‘RMU-2018%’ The ‘%’ symbol acts as a wildcard (see description above), and this search will display all of the RMUs from 2018. The user can then select from a list of dockets as to which they want to select.

**Search Results that will generate:**

Example 3:
• **Trying to find:** A list of documents from a docket that were filed in February of 2020. In this example, we know the docket number (IAC-2020-1902), and want to find specific documents, but we don’t know the exact date that they were filed, but have a rough idea.

• **What Search Criteria to Enter:** Start by navigating to the Document Search page in EFS. Enter your docket number in the Docket Number field. Enter the date range in the Date Filed fields.

• **Search Results that will generate:**

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**Document Search Results**

PLEASE NOTE: Because the search criteria contains a valid docket number, the search also returned any documents within related dockets that met the search criteria.

**Search Criteria:**

- **Docket Number:** IAC-2020-1902
- **Date Filed:** 02/01/2020 - 03/01/2020

**Documents Found:**

- **IAC-2020-1902**
  - Document Title: Iowa Natural Gas Consumption Report for January, 2020
  - Filing Date: 02/28/2020
  - Submitting Parties: Interstate Power and Light Company

- **IAC-2020-1902**
  - Document Title: Gas Horizons Report January, 2020
  - Filing Date: 02/11/2020
  - Submitting Parties: Black Hills Iowa Gas Utility Company, LLC db/a Black Hills Energy

- **IAC-2020-1902**
  - Document Title: Gas Horizons Report January, 2020
  - Filing Date: 02/10/2020
  - Submitting Parties: MidAmerican Energy Company

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